
Schedule No.15

Public Insurance Authority Schedule

**Montana Local Government Records Committee
Helena, Montana
Approved April 21, 2005**

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MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

SCHEDULE FOR: MONTANA MUNICIPAL INSURANCE AUTHORITY

Item	Record Series Title and Description	Retention/ Disposition	Comments/ Citation
1.	Administrative City Files, Liability Program:		
a.	That city/town's original documentation including Notice of Intent, 8038-G, Liability Program Notice Form, Program Agreement Signature Page, Interlocal Agreement Signature Page, City Resolutions, City Certifications, Appointment Letters, Promissory Note Signature Page, Insurance Binders, Debt Service Schedules, Signature Page to the Memorandum of Liability Coverage, Endorsements to the Memorandum of Liability Coverage, Amendments to the Memorandum of Liability Coverage, Automobile Physical Damage reports, Certificates of Insurance, Bond Documents and the Declaration Pages for each year in the program.	a. Permanent	
b.	Financial documents (AR Invoices and Deductibles)	b. 8 years/shred	
c.	Estimated Payroll	c. 5 years/shred	
d.	General Correspondence	d. 5 years/shred	
2.	Administrative City Files, Workers' Compensation (WC) Program:		
a.	That city/town's original documentation including Notice of Intent, 8038-G, WC Program Notice Form, Program Agreement Signature Page, City Resolutions, City Certifications, Appointment Letters, Promissory Note Signature Page, Debt Service Schedules, Certificates of Insurance, Bond Documents and the Declaration Page.	a. Permanent	
b.	Financial Documents	b. 8 years/shred	
c.	General Correspondence	c. 5 years/shred	
3.	Administrative City Files, Property Program		
a.	That city/town's original documentation including Acceptance Letter, Loss Letters, Commercial Crime Application, Boiler and Machinery documentation, the Program Agreement Signature Page, any endorsements and binders, and Certificates of Insurance.	a. Permanent	
b.	Financial Documents (Invoices)	b. 8 years/shred	
c.	Property Evaluations	c. 8 years/shred	
d.	Property Schedules	d. 8 years/shred	
e.	General Correspondence	e. 5 years/shred	
4.	Administrative City Files, Employee Benefits Program:		
a.	That city/town's original documentation including their city/town council resolution, Memorandum of Intent to Participate, the Program Agreement Signature Page, and the Member Service Representative Agreements.	a. Permanent	
b.	Financial documents (Invoices)	b. 8 years/shred	
c.	General Correspondence	c. 5 years/shred	
5.	Administration Records		
	Actuarial Studies (Liability and Workers' Compensation)	Permanent	
	Bond Documents (Liability and Workers' Compensation)	Permanent	

Item	Record Series Title and Description	Retention/ Disposition	Comments/ Citation
	Building Documentation/Land Acquisition Records	Permanent	
	Bylaws	Permanent	
	Claim Audits (Liability, Workers' Compensation, and Property)	Permanent	
	Computer and Equipment Records	Life of the equipment/shred	
	Contracts, includes all documentation	8 years from expiration of contract/shred	
	Data systems specifications	Retain until superseded or obsolete/shred	
	Excess & Reinsurance Agreements with the Venders, includes documentation (Liability, Workers' Compensation, and Property)	8 years from expiration of the agreement/shred	Permanent 4/28/05
	Excess WC Dept of Labor Annual Renewals	Permanent	
	General Correspondence	5 years/shred	
	Indenture of Trust	Permanent	
	Insurance Policies: liability, property, workers' compensation, DO, EO, SLIP. Including documentation relevant to the implementation, renewal, modification and replacement of policies.	8 years after expiration/shred	Permanent 4/28/05
	Interlocal Agreement	Permanent	
	Inventories	8 years/shred	
	Litigation Case Files: see the Claims Files Retention Schedule (attached)		
	Memorandum of Liability Coverage (and all updates)	Permanent	
	Modification Factor Reports (Liability & Workers' Compensation) (annual)	Permanent	
	Organizational Charts	Until Superseded/ shred	
	Policies and Procedures Manuals	Permanent	
	Program Agreements (Liability, Workers' Compensation, Property & Employee Benefits Programs) (original and succeeding)	Permanent	

Item	Record Series Title and Description	Retention/ Disposition	Comments/ Citation
	Promissory Notes	Permanent	
	Rates (Liability, Workers' Compensation, Property and Employee Benefits Programs) (annual)	Permanent	
	Records Migration Plan	Until superseded/ shred	
	Records Request: Documents relating to the Request. However claim file requests become a part of the requested file and will therefore abide by the retention date of that particular claim file.	1 year after final decision on request/shred.	
	Records Retention Policy (and updates)	Permanent	
	Retro(spective) Numbers (Liability)	Permanent	
	Requests for Proposals (RFP)		
	a. Successful awards under \$25,000	a. 8 years from expiration of contract/shred	
	b. Unsuccessful awards under \$25,000	b. 1 year after date of award/shred	
	c. Successful awards over \$25,000	c. 8 years from expiration of contract/shred	
	d. Unsuccessful awards over \$25,000	d. 1 year after date of award/shred	
	e. Unopened bids	e. return to bidder after award	
	f. Contractor Warranties	f. 5 years/shred	
	Old RYSCO Records	Permanent	
	Staff Meeting Minutes	5 years/shred	
	Vehicles		
	a. Titles and Registrations	a. Life of the vehicle, shred	
	b. Maintenance Records	c. Life of the vehicle, shred	
	Voice Mail Communications	Erase following action taken	
	a. Voice Mail		
	b. Voice Mail Backup (not currently backing up the voice mail)		
6.	Board of Directors		
	a. Agendas, Minutes, Elections	a. Permanent	
	b. Meeting Notes and Committee Notes	b. 5 years/shred	
7.	Financial Records		
	a. Accounts Payable: check registers, posting journals, batch listing, monthly subledgers, FY subledgers, transaction reports, bills/payment authorization/payment stubs, vendor files,	a. 8 years/shred	

Item	Record Series Title and Description	Retention/ Disposition	Comments/ Citation
	workers' compensation records, dividend records, employee travel and expense reports, employee time cards, vendor contracts, 1099s, W9's and general correspondence		
b.	Accounts Receivables: posting journals, batch listings, monthly subledgers, FY subledgers, transactions listings, deposit listings, deposit slips, 1099s, workers compensation quarterly payroll report forms (invoices), and general correspondence.	b. 8 years/shred	
c.	Banking: bank confirmations, bank reconciliations, statements, check registers, checks (canceled/voided), stop payment requests, deposit slips and their duplicates, and general correspondence.	c. 8 years/shred	
d.	Investments: investment trade confirmations, investment statements, reconciliations, signature authorizations, transfer confirmations, and general correspondence.	d. 8 years/shred	
e.	Budget: all records and supporting details	e. 8 years/shred	
e1	Yearly GL ledger transactions, monthly financial statements, FY financial statements, financial statement reconciliations supporting schedules and data, financial and investment report to the Board, FY trial balance, and monthly trial balance.		
e2	Claim Payment Registers, claim payment reports, loss reserve reports and recovery reports for all Liability, Workers' Compensation and Property Claims		
f.	Annual Program Audits (Liability, Workers' Compensation, property, and Employee Benefits)	f. Permanent	
g.	Annual Report	g. Permanent	
8.	Legal Correspondence: Attorney correspondence, Conflict of Interest statements, opinions, loss runs and general correspondence pertaining to the administrative functions of the office.	5 years/shred	
9.	Personnel Records: Employee File Folder 1: Application/Resume, employment letter, drug & alcohol testing documentation, emergency point of contact information, exit interviews, family and medical leave notice of rights, general correspondence, grievance forms, investigation and arbitration documentation, performance appraisals, promotions, resignations, sexual harassment complaints and their accompanying investigations reports and documentation, signature pages, licenses/registrations, proof of personal vehicle insurance and training records.	3 years after termination/shred	
	Employee Personnel File 2: EEOC/ADA/Affirmative Action/	3 years after	

Item	Record Series Title and Description	Retention/ Disposition	Comments/ Citation
	19 documents, Montana New Hire Reporting Forms, criminal background checks, and recruitment/selection process documentation.	termination/shred	
	Employee Handbook and updates	3 years/shred	
	Employee Payroll & Benefits: employee benefit election forms, employee deduction authorization forms, employee direct deposit authorization forms, EFT confirmations, employee earnings records, federal tax reports, retirement documentation, state tax reports, state unemployment reports, withholding reports, 941s, W2s, W4s, W5s, and workers' compensation reports.	50 years after the FY to which these records relate/shred	
	Workers' Compensation claim documents filed by MMIA staff.	2 years after final settlement/shred	
	See the attached Claim File Retention Schedule		

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